

Executive Offices,
Toronto, September 23rd, 1941.

Mr. J. Elliott.

MARGARET EATON SCHOOL
Extract from Minutes of
Directors' Meeting held
September 23rd, 1941.

"Approval was given to the making of special gifts to Miss Somers of \$1,000.00 and to Miss Jackson and Miss Layton of \$500.00 each, in recognition of their work in the Margaret Eaton School. These amounts are to be charged to Supplementary Expense."

Copy to:
Mr. A. E. Smalley.

Executive Secretary.

OCT 7 1941

October 6th, 1941.

Mr. I. W. Ford,
Executive Offices.

Re: Margaret Eaton Library

As requested I have made some study of the physical equipment of the libraries located in some of the University of Toronto Buildings.

The main University Library is housed in a building by itself and while quite crowded at the moment, seems to be kept quite respectably.

Hart House Library is in excellent condition, in spite of its more than twenty years use. The books here are said to be replenished by the Massey Estate, but the University looks after decoration, etc.

The library at Whitney Hall on St. George St. and Hoskin Ave. is also very presentable.

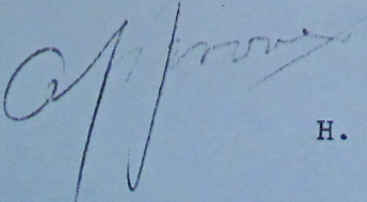
The only library seen which was not in good condition was the one in the Engineering Building. In conversation with Col. A. D. Lapan (Supt. of Buildings), he stated that this condition was due entirely to the fact that a new building had been anticipated for some time.

Mr. Lewis ascertained that the present Margaret Eaton Library had approximately 600 Volumes plus current physical culture periodicals and other periodicals relating to subjects under study. This would not likely increase at the rate of more than forty books per year and therefore \$200 per year should be ample for replacement and additions. Mr. Lewis has checked this with Mr. Wilgress, Parliamentary Librarian.

500
In consideration of the above facts and also that it is indefinite when the School will move its physical location, I would suggest that the matter be dealt with by the donation of a lump sum, the interest on which was to be used for replacement and additions of necessary books and periodicals.

In the deed of gift we might insert a clause to the effect that the University of Toronto would assume entire responsibility that the physical appearance of the Library would be worthy of the name which it represented.

ODV:DG


H. F. Merchandise Office.

37.9

Executive Offices,
Toronto, October 7th, 1941.

MARGARET EATON LIBRARY
Extract from Minutes of
Directors' Meeting held
October 7th, 1941.

"Approval was given to the establishing of an Endowment Fund of \$5,000.00 at the University of Toronto to provide for the maintenance of the Margaret Eaton Library. It was further approved that in the Deed of Gift a clause be inserted to the effect that the University of Toronto would assume entire responsibility for maintaining the physical appearance of the Library in a manner worthy of the name which it bore."

*Does this mean books only
or furnishings also?
what happens to the other 5000?*

Sent to:
Messrs. O.D. Vaughan,
J. Elliott,
I.R. Lewis.x

Executive Secretary.

x Mr. Elliott: Will you please make whatever arrangements are necessary. I would suggest that you first discuss the matter with Mr. Lewis since all recent discussions with the University, except Mr. Eaton's letter, have been through him, although I do not believe that the matter of the maintenance of the Library was ever mentioned. You might also wish to speak to Mr. O. D. Vaughan since it is as a result of his survey of other University Libraries that this plan was decided upon. *See over*

Copy of handwritten note on back
of Notice of October 7th, 1941.

October 10th, 1941.

Reviewed with R.Y.E. & I.R.L. Both state that the \$10,000.
(approx.) standing to the credit of M.E.S. & proposed to be
used by Miss Somers for a Library Memorial to Mrs. Eaton is
quite separate from the \$5,000. mentioned in Minutes of D.M.
October 7/41. The \$10,000. is to be disposed of by Miss Somers
as she sees fit. The \$5,000. is to be paid over by the Co. to the
University with an agreement that the interest thereon shall be
used to maintain the proposed Library above mentioned in a
fitting state to be associated with the name of Mrs. Eaton.

I. W. Ford.

October 31st,
1941.

To

The Margaret Eaton School
415 Yonge Street,
TORONTO.

In view of the recent amalgamation of The Margaret Eaton School with the Department of Physical and Health Education of The University of Toronto and of the arrangement made with The University of Toronto for the donation to it of the cash surplus of \$10,027.56 for the purpose of establishing "The Margaret Eaton Library" in connection with the above Department, as a memorial to the late Margaret Wilson Eaton, we, the Shareholders of The Margaret Eaton School hereby waive any claim which we may have to the said cash surplus and concur in it being paid over to The University of Toronto for the above mentioned purposes.

Margaret W. Eaton Estate

J. S. Burnside
Mrs. Burnside

R. Y. Eaton
R. Y. Eaton

J. J. Vaughan
J. J. Vaughan

Executors

R. Y. Eaton
R. Y. Eaton.

J. J. Vaughan
J. J. Vaughan

J. S. Burnside
Mrs. Burnside

Flora McGee Eaton
Lady Eaton

above corners are
shareholders.

Copy filed in 13.7.7.2 - X1-S:07/6
Copy filed X 2/12.

COPY

June 12th,
1944.

Mrs. C. E. Burden,
494 Avenue Road,
Toronto 12, Ontario.

Dear Mrs. Burden:

We are sending you with this letter, a copy of the gold medal which you have presented for the past two years to the highest ranking student of the School of Physical and Health Education of the University of Toronto, with which, as you know, the old Margaret Eaton School is now amalgamated.

We thought that as this medal is in the nature of a memorial to your mother, that you might like to have one of the medals themselves as a memento, and also as a mark of our appreciation of your kindness in making this annual presentation.

With kindest regards,

Yours sincerely,

P r e s i d e n t.

*copy filed in B. 4. # 27
Margaret Eaton Scholarships
41-507/6*

COPY

June 12th,
1944.

Mrs. Robert Fennell,
36 Forest Hill Road,
Toronto 12, Ontario.

Dear Mrs. Fennell:

We are sending you, with this letter, a copy of the gold medal which you presented last year and were unfortunately prevented by illness from presenting this year.

This medal, which has been struck to honour the memory of your mother who was the first principal, and for so long the guiding genius of the Margaret Eaton School of Literature and Expression, is awarded to the student in the School of Physical and Health Education of the University of Toronto, who attains the highest standing in Literature and Expression, together with first class honours in the general course.

We thought that you would like to have one of these medals as a memento of Mrs. Nasmith's devoted work and inspiring leadership in the Margaret Eaton School, of which you yourself are a graduate.

We sincerely hope that next year you will feel able again to make the presentation of the medal at the University Commencement.

With kindest regards,

Yours sincerely,

P r e s i d e n t.

Delivered.

9.12.42. *[Signature]*

*copy filed B.F. #2.
Prof. Eaton Scholastic X1-5.07/6*

December 9th, 1942.

The Hon. and Rev. H. J. Cody, M. A., D. D., LL. D.,
President,
University of Toronto,
Queen's Park,
Toronto, Ontario.

Dear Doctor Cody:-

Re: The Margaret Eaton Library

When the amalgamation of The Margaret Eaton School with the School of Physical and Health Education of the University of Toronto was consummated, it was arranged with you that The Margaret Eaton School would donate to the University the books constituting its present Library, together with the sum of \$10,027.56, being the cash surplus to the credit of the School, a cheque for which is enclosed.

It is understood as follows, -

THAT you will use these books and expend this sum of money as may be required to furnish and equip an up-to-date Library, including the necessary books for use in connection with the School of Physical and Health Education of the University of Toronto, and other appropriate books on Literature and Expression.

THAT the Library will be permanently designated as "The Margaret Eaton Library" in recognition of the part which the late Margaret Wilson Eaton, the widow of the Founder of this Business, played in the establishment of The Margaret Eaton School of Literature and Expression from which The Margaret Eaton School later developed.

THAT the interest on any unexpended part of this gift will be used also from time to time for the same purpose as the gift itself.

THAT the name "The Margaret Eaton Library" will be suitably placed and maintained on or over the doorway leading to the Library and on each book forming a part of the Library, and a Portrait of the late Mrs. Eaton - to be presented by this Company - will be hung in a prominent position in the Library.

In addition, this Company is donating the sum of \$5,000. to be set up as an endowment fund to be held by the University indefinitely, the income from which is to be used from time to time for the purpose of replacing worn volumes and supplying new and additional volumes for the Library.

It is understood that the Library will be located in a permanent building of the University suitable for housing the School of Physical and Health Education and the money represented by these gifts will be expended in the discretion of the Committee of Members of the School Staff which will include Miss Somers whilst she continues to be connected with the School, and a representative of the Company; and that in consideration of these gifts the University will assume the responsibility for maintaining a good physical appearance and condition of the Library, its furnishings and equipment.

Yours very truly,

"John D. Eaton"

Copies to:
Mr. J. R. Lewis.
Mr. J. P. Rudge.

7 Copies to C. P. Coatsworth
12/4/48

Copy in Exec. Off. files



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